

**Minimum Submission  
Requirements  
for Placement on Town of Rhinebeck  
Zoning Board of Appeals Agenda**

In order for an Application to be considered substantially complete and eligible both for placement on a Zoning Board of Appeals Agenda and initial review by the Board and its consultants the below-listed materials must have without exception been received at the Town Hall by the Zoning Board of Appeals Clerk (Brennan Kearney) not later than 9 calendar days prior to the scheduled monthly Regular Meeting (see attached schedule), with it specifically noted it is not the role of the Town to make copies of required submission for any Applicant. For questions please call 845-876-6296.

**For an Application for an Area Variance  
COMPLETE SETS OF 9 PLEASE**

- 9 copies of any cover letter that may be submitted.
- 9 copies of a completed Application for Area Variance signed and dated.
- 9 copies of either a Short EAF signed and dated.
- An existing conditions map including site topography, existing development and significant natural features, such as wetlands and stream courses. (this can be obtained with help from the Clerk using Parcel Access <http://geoaccess.co.dutchess.ny.us/parcelaccess/>)
- Plot plan, drawn to scale, showing the parcel with all existing buildings and proposed new structures.
- 9 copies of the Letter of Permit Denial or Zoning Enforcement Officer's (Ron Evangelista) Letter of Denial identifying what Variance(s) are required to meet Town Zoning Law. • 8 copies of the Owner's Consent Note if the Applicant is not record owner of the property.
- 9 copies of any technical reports (archaeology, traffic, wetlands, stormwater management, etc.) that may be submitted in support of the Application.
- Receipt for payment of the application fee by check to the "Town of Rhinebeck" of the required Application Fee. [\$200 plus \$100 for each Area Variance requested beyond the first within a combined application]

**For an Application for a Use Variance:  
COMPLETE SETS OF 9 PLEASE**

- 9 copies of any cover letter that may be submitted.
- 9 copies of a completed Application for Area Variance signed and dated.
- 9 copies of either a Short EAF signed and dated.
- An existing conditions map including site topography, existing development and significant natural features, such as wetlands and stream courses. (this can be obtained with help from the Clerk using Parcel Access <http://geoaccess.co.dutchess.ny.us/parcelaccess/>)
- Plot plan, drawn to scale, showing the parcel with all existing buildings and proposed new structures.
- 9 copies of the Letter of Permit Denial or Zoning Enforcement

Officer's (Ron Evangelista) Letter of Denial identifying what Variance(s) are required to meet Town Zoning Law.

- 9 copies of the Owner's Consent Note if the Applicant is not record owner of the property.
- 9 copies of any technical reports (archaeology, traffic, wetlands, stormwater management, etc.) that may be submitted in support of the Application.
- Receipt for payment of \$ 5 0 0 by check to the "Town of Rhinebeck" of the required Application Fee.